



Highland Council of Community Events

**Highland Council of Community Events (HCCE) Meeting Minutes April 9, 2020**

**Called to Order Time: 7:11pm**      **Called to Order By:** President, John Breslin

**HCCE Member Attendance:** John Breslin, Dean Smith, Jacqui Herrera (in person)

Liz Breslin, Chris Kornaus, DeAnna Christ-Kornaus, John Salzeider, Kristen Smith, Michael Cardone, Christine Gonzalez (on phone)

**Sub-Committee Members:**

**HCCE Officers Present & Absent:**

President- John Breslin	Vice-president – Dean Smith
Financial VP- Liz Breslin	Secretary- Jacqui Herrera

**Liaisons Present:** Roger Sheeman (Town Council), Alex Brown (Parks & Rec)

**Guests Volunteers, & Contractors:** N/A

**Minutes Review:** N/A; will be sending out via email during meeting

**Financial Report:** No financial report to present

**Liaison Report:** Roger said that the Town Council had not made any decisions yet on upcoming Spring and Summer events. He did not agree with cancelling and said we should continue planning for 4<sup>th</sup> of July since it appears that current projections are that country will begin “opening up” after May 1<sup>st</sup>.

He said that decision about what to do about Memorial Day would be discussed at upcoming Town Council meeting on Monday.

**Kristen S.** asked if we cancel 4<sup>th</sup> of July event, would we still get Canadian National Grant money

**Roger S.** responded that grant was not specifically for this event and that money could be used for other purposes in the community

**Kristen S.** mentioned we should decide on a cut-off date of a decision from the Town Council as to whether or not we will be having the 4<sup>th</sup> of July event so that we can notify all of our vendors, the paper, and parade applicants. Discussion ensued and we agreed that June 1<sup>st</sup> would be an appropriate enough notice date.

## Committee Reports:

**Memorial Day- Kristen Smith assisted by Christine Gonzalez** discussion ensued about whether or not it to continue to plan for Memorial Day event

**Kristen** mentioned that we could possibly look into alternatives for Memorial Day event like a presentation that could be created with input from community and be streamed via Facebook and Highland Town website

**John S.** discussed possibly doing a Live Streaming via Facebook but then there was concern that the public would then still try to be present at event

**DeAnna** mentioned we could look into getting additional involvement by the community including ribbons/flags placed in front yards, a picture for kids to decorate and put in windows, etc

**Kristen** said she could also contact Indiana Fallen Heroes as well as online request for name submittals to be included in presentation

**Roger S.** said that we should decide on what we would like him to present to the Town Council on Monday when they make their decision about what to do

**Liz B.** motioned for us to vote that we would like to present the virtual program through Facebook and the website as an alternative to the traditional program **Christine G.** seconded **Approved** via role call (10 yes, 0 no)

**Roger S.** stated that he would present our alternate idea to Town Council on Monday for a final decision and would get back to us so we know how to proceed

**Arts & Crafts- Jacqui Herrera assisted by Kristen Smith** – currently have 1 crafter

**Fireworks- Liz Breslin** – new contract was approved already; contract does that state that if we cancel there's a 40% penalty but we were assured that considering the current state of things, should be cancel because of Covid-19, this would not be pursued

**Kiddie Parade- Chris Kornaus assisted by Mike Blejski** – Kristen will get online up and applications fixed; there will continue to be on-site signups also

**Twilight Parade- Christine Gonzalez assisted by Kristen Smith & Liz Al-Akel** –

**Chris K.** motioned to continue use of online tool **Dean S.** seconded

**Kristen** stated that online form would have to be updated; she will also send application to former participants.

Discussed that there would be a change to check-in and flow of the parade

**Kristen** questioned Roger as to whether there would be any other changes that Town Council would want to be done and that we would need to know by June 1<sup>st</sup>

**John B.** said he would talk to Pete Hojnicky to find out who would be contact person for communication with Canadian National and where OBIE the Train would be in the parade and on the grounds

**Entertainment- Tom Lounges- John B.** contract was approved by the Town Council and did include the requested cancellation clauses

**Food- Liz Breslin assisted by Jacqui Herrera & Liz Al-Akel** – there are currently 10 applications in for vendors; spoke with Michael Griffin and Denise and confirmed that we will hold onto checks for now and not deposit in case of cancellation.

**Alex B.** asked where the trucks were going; asked that we create a new drawing with layout of vendors and beer tent as there was some confusion as to his last discussion with Council members about setup and location of beer tent and whether we would be losing space for some food trailers

**Publicity- Liz Al-Akel assisted by Kristen Smith** – **Liz B.** stated that she had spoken with **Liz A.** and that she had been in contact with the Times already  
**Kristen S.** asked what would we do as an alternative if we were unable to sell ad space as we had previously, where would money come from; would need to discuss further if needed

**Security- Roger-** we will need additional help from Pete H. at the openings to the vendor areas which will be fenced off; Beer tent will provide it's own

**Grounds- John Breslin assisted by Dean Smith & Chris Kornaus- John B.** discussed how we would need to make adjustments to porta-potties locations with the new setup; after discussions, decided we would setup 4 by Ridge and 5<sup>th</sup>, 4 plus handicap in parking lot but move to the side by our tent, and 4 by Highway and Delaware; would get 3 sinks now

**Liz B.** to get new quotes for porta-potties at 3 different locations (parade Route, fairgrounds, carnival crew campsite)

**Kristen S.** asked what would be the penalty of cancelling with Donnie (carnival company owner); **John B.** mentioned there was no cancellation policy in place

**Beer Garden-** there was some confusion about where people would be carded and bracelets given after **Alex B.** mentioned that he was told by council that that would take place at the Beer Tent and not at the entrances to the vendor area as we had previously discussed with council; after debating, decision was made that it made more sense at the Beer Tent area anyways and not at the entrances.

**John B.** stated the Town Council had not made a decision yet as to using Beer Geeks as they had not presented a completed contract to the Town Council yet; he will reach out to Beer Geeks and Michael Griffin to assist in getting contract completed and in for approval ASAP.

A tent needs to be purchased for the Beer Tent.

**Santa Parade- Deana Kornaus assisted by Chris Kornaus & Christine Gonzalez** -tabled  
**Trunk or Treat- Deana Kornaus assisted by Christine Gonzalez & Kristen Smith**- tabled

**Fall Festival** – **Roger S.** mentioned that they would like to see and plan for a Fall Festival, tabled discussion for later

**Old Business:**

**Shirts – John B.** has shirt sizes already and just needs to get from the new members so he will be ready to order dependent on whether we move forward or not.

**New Business:** N/A

**Motion to adjourn Meeting: 8:10pm**

Motion: Chris K. Second: Dean S. Vote: Passed

**Upcoming HCCE Meetings:**

Respectfully Submitted: Jacqui Herrera, Secretary